

Subject: Emergency Radio Pool

Date Issued or Revised: September 25, 2008

Date Review:

5.1.11 Emergency Radio Pool

I. Subject and Purpose

A cache of Michigan Public Safety Communications System (MPSCS) radios are available for deployment in the event of an emergency. This policy outlines the procedures and guidelines under which the Emergency Radio Pool will be deployed.

II. Procedures and Guidelines

The Michigan Department of Information Technology (MDIT) in conjunction with the Michigan State Police (MSP) has a cache of MPSCS radios for deployment in the event of a first responder emergency in Michigan. The Emergency Radio Pool is available for deployment to both MPSCS member and non-member agencies.

A. Deployment

Deployment of the Emergency Radio Pool is a joint effort between the MPSCS NCC (Network Communication Center) and the MSP Communications Section Radio Unit.

B. Conditions for Deployment

1. The purpose of the Emergency Radio Pool is to maintain a cache of MPSCS radios, chargers, and batteries for deployment in the event of a first responder emergency in Michigan. First responder emergencies encompass a wide variety of events such as natural disasters, utility failures, Weapons of Mass Destruction (WMD) incidents, communications system failures, and other circumstances threatening the lives and property of the people of the State of Michigan.
2. These radios will not be loaned to agencies for non-emergency scheduled events such as county fairs, parades, etc. The MSP Communications Section has a loaner pool of radios available for that purpose.
3. Requests for deployment of the Emergency Radio Pool will only be accepted from governmental agencies for public safety purposes.

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C. Emergency Radio Pool – Locations

The MPSCS has portable radios available for deployment. They are located in 3 locations throughout the state. The radios are stored at the following locations:

Lansing Radio Shop, 6951 Crouner Drive, Lansing, Michigan 48913.

Gaylord Radio Shop, 123 N. Fairview, Gaylord, Michigan, 49735.

Gwinn Radio Shop, 306 Avenue A., Gwinn, Michigan 49841.

D. Emergency Radio Pool – Zone Channel Assignments

The table below lists the talk groups / zone channel assignments programmed into the Emergency Radio Pool. **Emergency Alerts are not active in these radios.** These radios are not encrypted.

Zone E	Zone F	Zone G	Zone H	Zone I
1. STATW1	1. ICALL	1. EVENT01	1. EVENT16	1. EVENT31
2. STATW2	2. ITAC1	2. EVENT02	2. EVENT17	2. EVENT32
3. STATW3	3. ITAC2	3. EVENT03	3. EVENT18	3. EVENT33
4. STATW5	4. ITAC3	4. EVENT04	4. EVENT19	4. EVENT34
5. STATW6	5. ITAC4	5. EVENT05	5. EVENT20	5. EVENT35
6. STATW7		6. EVENT06	6. EVENT21	6. EVENT36
7. STATW8		7. EVENT07	7. EVENT22	7. EVENT37
		8. EVENT08	8. EVENT23	8. EVENT38
		9. EVENT09	9. EVENT24	9. EVENT39
		10. EVENT10	10. EVENT25	10. EVENT40
		11. EVENT11	11. EVENT26	11. EVENT41
		12. EVENT12	12. EVENT27	12. EVENT42
		13. EVENT13	13. EVENT29	13. EVENT43
		14. EVENT14	14. EVENT29	14. EVENT44
		15. EVENT15	15. EVENT30	15. EVENT45
		16. DYNRGRP		16. EVENT46

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E. Deployment Procedure

The following procedure shall be followed by all agencies requesting deployment of the Emergency Radio Pool.

1. Contact MSP Operations and request deployment of the Emergency Radio Pool. MSP Operations can be reached via telephone at (517) 241-8000, LEIN at MI3300100, or MPSCS radio on the talk group STATW1 located in Zone E. Operations will forward the request to the MSP Communications Section, Radio Unit Commander and the MPSCS NCC (Network Communication Center) Unit.
2. The Radio Unit Commander will determine whether the request is valid. In the event the Commander cannot be located, MSP Operations will contact a member of the MSP Communications Section to advise them of the emergency. Once MSP determines the request is valid, the NCC will obtain the necessary information to begin deployment of the Emergency Radio Pool.
3. Deployment Process
 - a. NCC will contact the closest available Radio Technician(s) from the appropriate MPSCS Radio Shop and facilitate deployment of the Emergency Radio Pool.
 - b. The Radio Technician will itemize all radios and equipment associated with the request, using proper documentation. The technician will then open an MP2 work order and attach all radios to the ticket. All accessory equipment should be listed in the comments of the work order. The comments should identify who received the equipment along with the date and time of transfer.
 - c. Three additional copies will be kept with the equipment. The extra forms will be utilized if equipment transfers occur between multiple personnel to provide a chain-of-custody record. Also, the Radio Technician will fax a copy to the requestor.

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- d. The MSP Communications Section, Radio Unit Commander will assign MSP Radio Unit personnel to assist with the deployment of radios if necessary. MSP Operations shall notify the MSP Regional Dispatch Center within the area of deployment. The Regional Dispatch Center shall notify their district command as appropriate.
 - e. Radios can be picked up by the requesting agency at either the Lansing, Gaylord or Gwinn Radio Shop locations. MPSCS or MSP Radio Unit personnel will also deliver radios to the nearest MSP facility or arrange to meet the requesting agency.
 - f. The Emergency Pool Request form(s) must be signed whenever a transfer of equipment takes place. All radio equipment shall be signed for by an authorized representative of the requesting agency or designated transfer personnel.
 - g. It is the responsibility of the requesting agency to work with NCC to arrange for delivery of the radio equipment. The NCC can be contacted at (888) 554-4622.

F. Support Materials

The following support materials shall be provided to the requesting agency with the radio equipment.

1. Appropriate number of MPSCS Radio Quick Reference Charts (YELLOW for the Saber and XTS-3000 Portable Radios / BLUE for the XTS-2500 and XTS-5000 Radios). Note: All reference guides contain information on mobile radios and control stations.
2. Appropriate number of Emergency Radio Pool Zone Channel Assignment Charts (GREEN).
3. Copies of the Emergency Pool Request form listing all radios and other equipment. The original signed form(s) should be faxed to MSP, Communications at (517) 336-6183.

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- G. Returning Radios
1. It is the responsibility of the requesting agency to return all radios, chargers, and batteries to the nearest MPSCS Radio Shop. Missing/lost radios must be reported immediately to the NCC at (888) 554-4622 so the radios can be “inhibited.”
 2. Agencies using the Emergency Radio Pool are liable for any costs associated with repairing/replacing damaged or lost radio equipment.
 3. Radio Technicians will inspect and test all equipment upon return.
- III. Responsible Party
- A. Contact for Questions
Subscriber Services Manager
 - B. Phone, Fax and Email Addresses
517.336-6618
517.336-6222
- IV. Applicable Forms
- MPSCS Emergency Radio Pool Request Form
 - MPSCS Emergency Radio Pool Zone Channel Assignment Chart
 - MPSCS Radio Quick Reference Chart
- V. Termination or Review Responsibility
- Subscriber Services Manager
- VI. Available Links
- http://www.michigan.gov/documents/Public_Forms_Index_159235_7.html
 - <http://www.michigan.gov/mpscs>
 - http://www.michigan.gov/documents/mpscs/EventRequestForm_234381_7.pdf

Emergency Pool Request Form

MPSCS

Emergency Radio Pool

Deployment Checklist

Rev 01/05

Personnel deploying equipment from the Emergency Radio Pool shall complete the following check list.

1. Inventory the radio equipment using the preprinted inventory sheets and cross out the radios which are not being deployed.
2. Provide the required radio equipment to the agency.
3. Provide at least one Quick Reference Chart for each radio being deployed. (YELLOW for the Saber and XTS-3000 Portable Radios / BLUE for the XTS-2500 and XTS-5000 Radios). Note: All reference charts contain information on mobile radios and control stations.
4. Provide at least one Zone Channel Assignment Chart (GREEN) for each radio being deployed.
5. Complete the following Information:

Agency Information

Name of Requesting Agency: _____

Telephone Number of Requesting Agency: _____

FAX Number of Requesting Agency: _____

Name of Person Receiving Radio Equipment: _____

Agency: _____

Signature of Person Receiving Radio Equipment: _____

MPSCS Information

Name of Employee Deploying Equipment: _____

Signature of Employee Deploying Equipment: _____

Work Site: _____

6. The Radio Shop Deploying the radio equipment will maintain a copy of the Deployment Checklist and the inventory. They will FAX a copy of the Deployment Checklist along with the radio equipment list to the requesting agency and the NCC.

MPSCS

Emergency Radio Pool

Zone Channel Assignment Chart

Rev 01/05

The following chart contains the Zone Channel Assignment / Talk Groups programmed into the MPSCS Emergency Radio Pool. Please note: the Emergency Alert function has been disabled on these radios. They are not encrypted. Any radio problems should be reported to your incident commander. Lost radios should be reported immediately to the Network Communications Center (NCC) at (888) 554-4622.

Zone E		Zone F	
Talk Group Name	Monitored By	Talk Group Name	
1. STATW1	MSP Lansing	1. ICALL	Mutual Aid Calling
2. STATW2	MSP Detroit	2. ITAC1	Talk Around/Repeat
3. STATW3	MSP Gaylord	3. ITAC2	Talk Around/Repeat
4. STATW5	MSP Rockford	4. ITAC3	Talk Around/Repeat
5. STATW6	MSP Rockford	5. ITAC4	Talk Around/Repeat
6. STATW7	MSP Gaylord	6-16. Unprogrammed	
7. STATW8	MSP Negaunee		
8-16. Unprogrammed			

Zone G		Zone H	
Talk Group Name	Assignment	Talk Group Name	Assignment
1. EVENT01		1. EVENT16	
2. EVENT02		2. EVENT17	
3. EVENT03		3. EVENT18	
4. EVENT04		4. EVENT19	
5. EVENT05		5. EVENT20	
6. EVENT06		6. EVENT21	
7. EVENT07		7. EVENT22	
8. EVENT08		8. EVENT23	
9. EVENT09		9. EVENT24	
10. EVENT10		10. EVENT25	
11. EVENT11		11. EVENT26	
12. EVENT12		12. EVENT27	
13. EVENT13		13. EVENT28	
14. EVENT14		14. EVENT29	
15. EVENT15		15. EVENT30	
16. DYNRGRP		16. Unprogrammed	

Zone I	
Talk Group Name	Assignment
1. EVENT31	
2. EVENT32	
3. EVENT33	
4. EVENT34	
5. EVENT35	
6. EVENT36	
7. EVENT37	
8. EVENT38	
9. EVENT39	
10. EVENT40	
11. EVENT41	
12. EVENT42	
13. EVENT43	
14. EVENT44	
15. EVENT45	
16. EVENT46	

Use These Charts as Needed To Record Talk Group Assignments For Your Detail.
They Do Not Need To Be Returned